

GENERAL DEFINITION OF WORK:

Performs difficult protective service work in the Sheriff's Office assisting with the supervision of a squad or division on an assigned shift; does related work as required. The work may be performed under emergency conditions and involve considerable personal hazard. Work is performed under regular supervision. Supervision is exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assisting in the supervision and direction of a division of the Sheriff's Office; participating in major incidents; training and evaluating personnel; reviewing reports and case records; preparing and maintaining files and records; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises the work of Deputies and Investigators on an assigned shift; conducts briefings to provide staff with information needed to perform their job; assigns daily duty activities; provides direction and guidance as needed; reviews work of officers including notes and reports prepared for shift activities, offenses and incidents, victim and suspect statements and other related information.
- Evaluates performance of law enforcement personnel on assigned shift; works with staff to resolve personnel issues; investigates personal injuries of staff; ensures subordinates comply with Department policies, procedures and standards; oversees field training of new employees.
- Performs a variety of administrative duties associated with supervising a shift to include preparing and reviewing reports, documenting incidents, maintaining records, inspecting officers' uniforms, etc.
- Reduces the commission of crimes and maintains law enforcement by patrolling throughout the County; patrols streets and neighborhoods in a law enforcement vehicle and on foot; apprehends and/or arrests persons who violate statutory law.
- Supervises the daily activities of Detention Center personnel.
- Maintains all specialty programs for each division such as extraditions, work release and special law enforcement assignments.
- Secures crime scenes; performs rescue functions at accidents, emergency scenes and disaster areas.
- Performs other duties of Deputies as needed to include gathering information in criminal and civil investigations, collecting and securing evidence, testifying in court, enforcing traffic laws and regulations, etc.
- Attends meetings with commanders and other agencies; serves as liaison between administration and staff.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the rules and regulations of the department; thorough knowledge of approved principles, practices and procedures of law enforcement; thorough knowledge of pertinent federal and state laws and local ordinances; thorough knowledge of the geography of the County and the location of important buildings; ability to command respect of Deputies and to assign, direct and supervise their work; ability to deal with the public courteously and firmly and to establish and maintain satisfactory public relations; ability to analyze complex law enforcement problems and situations and to adopt quick, effective and reasonable courses of action; skill in the use of firearms and the operation of a motor vehicle; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education equivalent to graduation from high school and extensive experience in law enforcement including considerable supervisory experience.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of Basic Law Enforcement Certificate issued by the Commonwealth of Virginia. Possession of or ability to obtain specific certifications depending on departmental assignment. Must meet and maintain minimum qualifications for the position established by the department and the Commonwealth of Virginia. Must have ability to pass physical.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Confidentiality Statement

I acknowledge and understand that I may have access to confidential information regarding [employees, students, patients, inmates, and the public]. In addition, I acknowledge and understand that I may have access to proprietary or other confidential business information belonging to Fauquier County. Therefore, except as required by law, I agree that I will not:

- Access data that is unrelated to my job duties at Fauquier County.
- Disclose to any other person, or allow any other person to any information related to Fauquier County that is proprietary or confidential and/or pertains to [employees, students, patients, inmates, the public]. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes, and/or another transmission or sharing of data.

I understand that Fauquier County and its [employees, students, patients, inmates, the public], staff or others may suffer irreparable harm by disclosure of proprietary or confidential information and that Fauquier County may seek legal remedies available to it should such disclosure occur. Further, I understand that violations of this agreement may result in disciplinary action up to, and including, termination of employment.

I have reviewed my job description with my supervisor and understand the duties assigned to me and the measures to which I will be held accountable.

Date_____

Name_____

Signature_____

Date_____

Supervisor_____

Signature_____